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MEMORANDUM FOR: Director of Communications

Director of Finance Director of Logistics

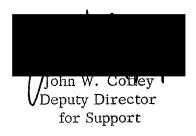
Director of Medical Services

Director of Personnel Director of Security Director of Training

SUBJECT

: Inverse Ranking

Some time ago we asked that you ensure that in your competitive evaluation system you include inverse ranking. We would appreciate knowing whether those individuals who come out at the top of the inverse ranking list are informed of their placement and counseled accordingly. Please let us know what your procedures and practices are including the depth to which notice and counseling are afforded. Please also indicate if individuals do not progress in a second ranking period whether they are so told and the pattern of counseling is altered.



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